

CONFIDENTIAL

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DD/I N 50-100-39

6 April 1964

PROJECT CHIVE

1. The Office of Central Reference (OCR), DD/I and the Office of Computer Services (OCS), DD/S&T, are now associated in a long-range program for investigation of the application of automatic data processing (ADP) equipment to the central (positive intelligence) information storage and retrieval activities of the Agency. This developmental program will cut across all Agency organizational lines in that the information needs of all components will be considered; this is the system design aspect of Project CHIVE. The initial design goals are pointed toward all-source and all-topic single-entry point service; both information and document retrieval systems will be explored.

25X1 2. [] Executive Assistant to the Assistant Director for Central Reference is appointed here-with the DD/I CHIVE Officer, in addition to his regular duties. As such he is charged with over-all DD/I management of the Project. His duties will include: supervision of a CHIVE Support Staff (CSS); approval of the developmental design phases, including individual tasks and schedules; co-ordination with user offices in arranging for cutback or change in present OCR operations to provide task group support; and regular and continuing communication with user components and senior management levels to ensure maximum understanding and support to the Project. [] 25X1

25X1 [] OCS, has been designated CHIVE Technical Director, charged with conducting the system design effort, producing technical documentation, and managing the Project's OCS and contractor activities.

3. A CIA CHIVE Committee will be established to furnish CIA review of the Project's progress and direction, and to constitute an evaluation body for the CHIVE system design recommendations (Phase II) prior to initial system implementation (Phase III).

25X1 4. OCR and OCS will jointly staff and guide the work of the various task groups now contemplated under the program. The active and continuing support of the program by user components in the Agency will be essential to ensure results of maximum usefulness throughout the Agency.

(signed) []

for RAY S. CLINE

Deputy Director (Intelligence)

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Documentation of operating procedures by the OCS ~~XXXX~~
Operations Division

Established in March 1964. As of 1 April 1964, Operations Division will accept documentation prepared in accordance with specified procedures only. Conversion of previously accepted jobs ~~to new procedures~~ to new procedures to follow at later date.

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